



ALABAMA BOARD OF COSMETOLOGY AND BARBERING  
RSA Union Building, 100 North Union St., Suite 324  
P.O. Box 301750, Montgomery, AL 36130-1750  
Phone: 334-242-1918 • Fax: 334-242-1926 • Toll Free: 1-800-815-7453  
[www.aboc.alabama.gov](http://www.aboc.alabama.gov)

NEW SHOP APPLICATION

REQUIREMENTS

1. This Application Must be in the Office Before Shop Opens
2. FEE: \$200.00 • Money Order/Cashier's Check/Shop Check Only. No Personal or Out-of-State Checks
3. Copy of each Owner's Social Security card and current Driver's License (front & back)
4. Payment Will Not Be Refunded After Processing
5. Copy of Business License from City or County.
6. Relocation to a new address requires a new license and a copy of city/county license
7. Ownership Change requires a new license

(Please Print) Name of Shop

Physical Address

City

Zip code

County

(area code) Phone

Mailing address if different from above

E-mail Address

Services Offered: \_\_\_Hair \_\_\_Nails \_\_\_Skin \_\_\_Waxing \_\_\_All \_\_\_Other:\_\_\_\_\_

*I (We) agree to abide by all rules and laws of the Alabama Board of Cosmetology and Barbering.*

**BY MY (OUR) SIGNATURE(S) I (WE) CERTIFY TO BE A EITHER A CITIZEN(S) OF THE UNITED STATES OR LEGALLY PRESENT IN THE UNITED STATES AND AUTHORIZED TO WORK.**

First Owner's Last Name

First Name

Social Security #

Signature

First Owner's home address: Street

City

Zip Code

(area code) Phone

Second Owner's Last Name

First Name

Social Security #

Signature

Second Owner's home address: Street

City

Zip Code

(area code) Phone

Please list additional owner(s) and information on the back of this page.

*Furnish Appropriate Answer Below*

Shop Opening Date: \_\_\_\_\_

Number of Days Open per Week \_\_\_\_\_ Circle Days Open: S M T W T F S

2. Shop is located in (circle one): Business District Residential District

3. Yes \_\_\_ No \_\_\_ Proper Outside Sign Displaying Name of Shop

Directions from the nearest street or highway listed on a map: \_\_\_\_\_

ABOC USE ONLY

Ck# \_\_\_\_\_ Type \_\_\_\_\_

Fee \_\_\_\_\_ LtChg \_\_\_\_\_ Total \_\_\_\_\_

Act Date: \_\_\_\_\_ By \_\_\_\_\_

Notes: \_\_\_\_\_

## **GENERAL GUIDELINES FOR NEW SHOPS**

1. Shops must be licensed with ABOCB if any of the following services are performed and/or any individual holding a personal license with ABOCB is performing services. Some services may include, but are not limited to: all aspects of hair care, nails, waxing, weaving, braiding, esthetics, and barber services.
2. Licensees may only perform services within the scope of their personal license.
3. All trash cans and hampers (for dirty/clean towels) must be covered. This includes all trash cans underneath receptionist desks, bathrooms and beside work stations.
4. Implements must be cleansed, disinfected, and stored properly. This includes making sure dirty and clean implements are stored separately, in containers clearly marked “clean” or “dirty”.
5. All shops will be checked for equipment. Shops should have the equipment that directly corresponds to the services offered. For example: A cosmetology shop that does not offer manicure services does not have to have manicure equipment in it. Cosmetology shops should have a sufficient hair drying facility. This can be a blow dryer. It does not have to be a drying chair. They should also have an ample supply of combs, brushes, towels, etc.
6. If a “retail” area is included in the new shop, it does not have to be set up for the new shop initial inspection, as long as all the equipment needed for services offered is in place.
7. In-home resident shops must have separate entrances from any living quarters and be equipped with a restroom. No client should be able to go through any portion of the owner’s living quarters to enter the shop area. There should be a floor to ceiling wall or doors that can lock the shop area off from the rest of the residence.
8. To open a new shop, the following is needed:
  - a. Application completed and payment received in ABOCB office.
  - b. Equipment in and in place for the services being offered to the public.
  - c. Compliance with local building and/or license ordinances.

## SANITIZING AND DISINFECTING

The following are the guidelines used in the Milady's Standard Cosmetology book for disinfecting nonelectrical tools and equipment:

1. Clean tools and equipment to remove all visible matter, residue and hair.
2. Rinse thoroughly and pat dry with a clean towel.
3. Completely immerse implements in a properly mixed disinfecting solution per the manufacturer's directions.
4. Remove implements with tongs, basket, or gloves to avoid skin contact.
5. Rinse and dry thoroughly.
6. Store disinfected implements in a clean container and in a sanitary manner between uses. A clean drawer can be used for storage of tools or implements if only clean items are in it. Never seal tools or implements in a closed airtight container; they may not be completely dry, which can promote bacterial growth.

### DISINFECTING FOOT SPAS AFTER EACH CLIENT

1. **Drain and Remove debris.** Drain all water and remove all visible debris from the foot spa or basin; if there is a footplate or impeller, remove it and clean the areas behind and underneath.
2. **Thoroughly Clean.** Clean surfaces and walls of foot spas or basin with chelating detergent and a brush to remove all visible debris.
3. **Disinfect basin.** Disinfect the foot basin with an EPA registered, liquid hospital disinfectant for 10 minutes. If it is a whirlpool unit, the solution must be circulated. The solution must go every place the water was and must stay there for 10 minutes or as indicated on the product label.
4. **Dry basin.** Wipe with a disposable towel. Cloth towels can transmit pathogens if not properly laundered.

# **SANITIZE OR DISINFECT? BOTH**

**Sanitation:** *to free from dirt, germs, etc., as by cleaning or sterilizing*

Thorough hand washing with soap and water immediately before and after servicing each client is recommended to prevent cross contamination via transmission of body fluids or infections or exposure to service-related wastes or chemicals.

Tools in direct contact with clients **MUST** be cleaned and disinfected between use, thrown away, or given to the client.

Items not approved for disinfection and reuse **MUST** be disposed of after use on a client, or given to the client. These items include nail files (formerly emery boards), cosmetic sponges, buffer blocks, (pumice, chamois), orangewood sticks, etc.

Store disposable tools only with new/unused disposable items. These items must be thrown away or given to clients immediately after use.

Store reusable tools separately from used, dirty items. Storage areas must be clean for new/unused disposable items as well as for cleaned and disinfected reusable items.

**Disinfection:** *to cleanse something so as to destroy or prevent the growth of disease-carrying microorganisms*

For foot baths, after each client:

1. Drain the water from the foot spa basin or bowl and remove any visible debris.
2. Clean the surfaces of the foot spa with soap or detergent, rinse with clean water and drain.
3. After cleaning, disinfect the surfaces with an EPA-registered hospital disinfectant. Follow manufacturer's directions on label. Surfaces must remain wet with disinfectant for 10 minutes or the time stated on the disinfectant label. For whirlpool foot spas, air-jet basins, "pipe-less" foot spas and other circulating spas, disinfect by filling basin with clean water, add the appropriate amount of liquid disinfectant and turn the unit on to circulate the disinfectant for the entire contact time.
4. After disinfection, drain and rinse with clean water.

**\*\*See Manufacturer's directions for nightly cleaning and disinfecting\*\***

# First Sanitize, Then Disinfect:

1. Wash all implements with hot soapy water and rinse.
2. Immerse implements into hospital grade or EPA-approved disinfectant for the recommended time by the manufacturer.
3. Remove.
4. Rinse and allow to air dry.
5. Store in a covered container away from dirty implements.

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All implements must be stored in a covered container and labeled clean or dirty.  
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Reusable tools must be completely immersed in disinfectant after cleaning items thoroughly.  
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Shop must use wet sanitizers with hospital grade or EPA approved disinfectant.  
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Follow manufacturer's directions for disinfection after thoroughly cleaning reusable tools.  
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Questions??

Check our website:

[www.aboc.alabama.gov](http://www.aboc.alabama.gov)

E-mail:

*[Donna.Thompson@aboc.alabama.gov](mailto:Donna.Thompson@aboc.alabama.gov)*

Call our office:

1-800-815-7453

334-353-7074

**ALABAMA BOARD OF COSMETOLOGY  
INSPECTION/CITATION REPORT  
TOLL FREE: 1-800-815-7453**

Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Record ID: \_\_\_\_\_ **Score:** \_\_\_\_\_

Salon Name: Sample Owner: \_\_\_\_\_

Address: 334-242-1918 or 1-800-815-7453  
Street City Zip County

Phone: \_\_\_\_\_ **Circle Services: Hair Nails Skin Circle Days Closed: S M T W T F S**

**\*\* Serious Violations Subject to Fines of up to \$500 each As Provided in Code of Alabama, 1975, § 34-7A-15(c)  
 \*\* Points May Be Doubled For Uncorrected Deficiencies Reported On Second Inspection, Tripled For Third.**

#	Yes	No		
1			Salon and Workers Properly Licensed	(100)
2			Licensee Performing Services Within Scope of License	(100)
3			All Licenses Properly Displayed	5
4			Master for Each Apprentice, Signs, Records Properly Maintained	5
5			Latest Inspection Report Properly Posted	10
6			Reception Area, Walls, Floors, Ceilings Clean and Free of Clutter	10
7			Work Stations Clean and Free of Dust and Clutter	10
8			Pedi Spas and Filters Properly Sanitized and Clean	10
9			Toilet Clean With Proper Supplies, Soap, Water and Towels	5
10			Implements Properly Cleaned, Sanitized, Stored, and Used.	10
11			Clean and Soiled Towels, Waste Properly Stored and Covered	5
12			Disinfectant Containers and Bins Properly Used	10
13			Pumps, Spatulas and All Single Used Items Properly Used; Absence of Roll-On Wax	10
14			Chemicals Properly Labeled and Stored, MSDS sheet per each chemical product	5
15			Salon Free of Insects, Animals, and Pests (Except as Provided in <b>250-X-3-.02</b> )	5
16			Salon Free Of Non-Nail Drills, Callous Razors And Illegal Implements	(100)
17			Salon Free of Substances (MMA)	-

P	A	Licensee Name	LIC #	Type	EXP	P	A	Licensee Name	LIC #	Type	EXP

Comments: \_\_\_\_\_  
Sample: Brief explanation on  
opposite side.

Signature of Owner/Manager \_\_\_\_\_ Date \_\_\_\_\_

Signature of Inspector \_\_\_\_\_ Date \_\_\_\_\_ Time Out \_\_\_\_\_

Revised 2/13

Brief explanation of coordinating numbers 1 -17 on front side

1. All individuals and shops offering services to the public for compensation must have a license through the Alabama Board of Cosmetology and Barbering.
2. All licensees are allowed to perform only the services covered by the definition of that license type in *Title 34, Statute 7B, Code of Alabama 1975*.
3. License must be displayed in the following manner:
  - a. Personal – by the individual work station
  - b. Shop – in the reception area along with other business licenses.
4. Every apprentice must maintain records at the shop regarding the monthly hour's reports and a sign (furnished by ABOC & B) must be posted and visible for the public viewing that services may be offered by an apprentice.
5. The latest inspection report must be posted in the reception area near the shop licenses.
6. Self explanatory.
7. Work stations include drawers etc. Drawers need to be kept clean and free of open food containers, packages. Hair needs to be swept up between each client.
8. Pedi Spas must be cleaned (disinfected) in between each client. Filters must be removed at the end of each day, cleaned and disinfected.
9. Self explanatory.
10. Implements must be disinfected in between each client by using an EPA approved, hospital grade wet disinfectant. The implement must be totally submerged in the disinfectant for the time the manufacturer recommends. Neck Dusters cannot be disinfected and should not be used.
11. All towel containers and trash receptacles (clean or dirty) must have lids or covers on them.
12. Only Hospital Grade or EPA approved disinfectant is allowed and should be changed daily.
13. Spatulas, plastic spoons or wooden craft sticks are considered single use and disposable. Fingers or gloved hands may not be used to dip into product.
14. MSDS Sheets should be supplied by your supplier(s). One sheet for each chemical in the shop these should include any item that can be inhaled, absorbed, ingested into the body. Easiest way to file these in a 3 ring binder (notebook) alphabetical.
15. Only exception to this is a fish aquarium that is properly maintained.
16. This includes foot files with holes in them.
17. This is a product used in nail services and is banned in the State of Alabama.